



## JOB DESCRIPTION

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**JOB TITLE:** Recreation Coordinator  
**DEPARTMENT:** Recreation & Community Services  
**REPORTS TO:** Recreation Supervisor or Manager  
**DATE:** June, 2009  
**EMPLOYEE UNIT:** AFSCME  
**Supersedes:** October, 2005  
**EXEMPT:** No

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**JOB SUMMARY:** Under general supervision of the Recreation Supervisor or Manager, plans, organizes, and supervises services, programs and activities of the City's Recreation and Community Services Department. The Recreation Coordinator is expected to provide leadership and oversight for various recreation and community service programs. Qualified Recreation Coordinators may be assigned to areas of specialization which include:

Community Service Programs: Coordinates activities of selected City commissions, culture and arts exhibits, special projects, special event permits, and works as a liaison with local non-profit organizations.

Events: Schedules and coordinates all facilities, rentals, and special events held at the Community and Cultural Center, Playhouse, Centennial Recreation Center, and outdoor parks and fields.

Youth & Teens: Plans, organizes, and supervises services, programs and activities of the Youth and Teens program.

**CLASS CHARACTERISTICS:** The Recreation Coordinator is a journey level classification responsible for planning, coordinating, and implementing community leisure services and recreation programs. Recreation Coordinators are expected to perform routine and difficult staff work in recreation and take specific responsibility for the assigned recreation programs and oversee temporary and seasonal personnel.

The City of Morgan Hill is an AFSCME agency shop. Members of this class must either join AFSCME or pay an agency fee in lieu of membership.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** The following duties are performed personally, in cooperation with their supervisor, other City staff, vendors, and members of the community. Additional duties may be assigned.

**Common to all Recreation Coordinators:**

1. Organizes, develops, schedules, and supervises day to day operations of facilities including staffing, programming and purchasing for recreation and community services programs.

2. Is responsible for the recruitment, training and supervision of part-time/seasonal employees, vendors, and instructors.
3. Provides support to their supervisor on a variety of assignments for new programming in the areas of recreation, special needs, cultural arts and expression, special events and responds to new requests and proposals.
4. Establishes performance objectives for programs and partners.
5. Maintains records of events and operations pertinent to the operations of assigned area of specialization.

**Community Service Programs:**

1. Coordinates special projects for the Recreation & Community Services Department.
2. Coordinates culture and arts exhibits.
3. Acts as liaison to local non-profit and other community organizations.
4. Coordinates the preparation of grant applications.
5. Oversees special event permit process.

**Events:**

1. Reserves and schedules indoor or outdoor facility rentals and special events; prepares rental contract determining fees and terms of contract; estimates costs and determines event budget and maintains necessary records.
2. Approves or denies facility rental for specific events by reviewing rental applications.
3. Coordinates with customer to determine technical and/or other special requirements necessary for the event; determine resources available, such as equipment or labor, and compares with event requirements; coordinates attainment of additional resources needed such as security and equipment rental.
4. Provides assistance and information to staff and outside organizations regarding facility use and capabilities; maintains contact with patrons or clients via telephone or written correspondence.
5. Ensures adequate staffing for events and schedules set-up, technical, stage and other crews; supervises crews during events.
6. Attends special events to facilitate operations and respond to emergencies or problems; ensures all aspects of events are implemented and controlled according to plans.

**Youth & Teen Programs:**

1. Organizes, develops, supervises, advertises or markets and coordinates Youth and Teens recreation program activities.
2. Networks with schools and other appropriate groups in providing youth and teen services.
3. Plans, implements, supervise and evaluate the Youth Advisory Committee.
4. Expand youth and teen recreation programs and information; develop promotion plan for programs and extend outreach; further develop information link to agencies and organizations providing youth and teen recreation and community services.
5. Plans, organizes and coordinates special events for youth and teens.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the knowledge, skill, and/or ability required.

**Education & Experience:**

1. At least 60 semester units from an accredited college with major course work in recreation/leisure services, public administration or closely related field.
2. Minimum of two years of responsible experience in the recreation/leisure field. Experience working with youth and teen programming, and public recreation preferred.

**Certificates and Licenses:**

1. Possession of a valid California Class C driver's license in compliance with adopted City driving standards.
2. Possession of a valid Red Cross First Aid/CPR certificate.

**Other Requirements:**

1. Must be willing to work irregular hours, shifts, or weekends as required.
2. Must be willing to work out of doors in various weather conditions.
3. Those working with youth must successfully complete a state mandated background investigation and drug screen at time of hire.
4. Bilingual English/Spanish highly desirable.

**Knowledge of:** (as required by assignment)

1. Community resources and recreation service providers in Morgan Hill.
2. Principles and practices of recreation program planning, development and administration.
3. Pertinent health, fire and safety regulations affecting the use of municipal facilities.
4. Crowd control methods.
5. Standard business practices and procedures.
6. Standard program evaluation methods and report writing procedures.
7. Principles and techniques of effective supervision and training.
8. Recreation program activities such as sports, games, arts, crafts, dramatics and music as they pertain to the interests of youth and teens.
9. Rules and equipment used in assigned program areas, such as a variety of athletic activities, and cultural enrichment materials.
10. Technical requirements for Playhouse productions and special events.
11. Scheduling, box office operations and event contract administration.
12. Ticket sales and accounting procedures.

**Skill in:**

1. Responding effectively to program issues and customer interests.
2. Planning programs, special events and community service activities.
3. Preparing clear, concise and effective publicity and informational materials, reports, correspondence and other written materials.
4. Analyzing problems, evaluating alternatives and making creative recommendations.
5. Planning and presenting material to youth and teens.

6. Proper supervision procedures and techniques.
7. Maintaining accurate and organized records.
8. Developing and maintaining effective working relationships with those contacted in the course of work.
9. Public relations, customer service and conflict resolution.
10. Marketing and promoting facilities and programs.
11. Organizational skills required to coordinate several events simultaneously.
12. Planning and presenting material to diverse groups.
13. Program budget development, monitoring and evaluation.
14. Developing and maintaining effective working relationships with those contacted in the course of work.
15. Providing outstanding customer satisfaction (internally and externally).
16. Use of common office software including Microsoft Office and applicable specialized recreation software.

**Ability to:**

1. Travel to various sites in the City to complete work activities.
2. Work outdoors in a variety of weather and atmospheric conditions.
3. Work irregular hours, shifts, or weekends as required.
4. Relate effectively and communicate with youth and teens.
5. Effectively communicate and problem-solve.
6. Prepare detailed event schedules (using software) and accounting reports on event proceeds.
7. Direct the work of others during events.
8. Develop and maintain effective working relationships with those contacted in the course of work.
9. Work independently.

**PHYSICAL DEMANDS:** Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to talk or hear. Employee frequently is required to sit, stand, walk, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch.
2. Employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:** Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. The work environment is generally 50% indoors in a temperature-controlled office and 50% outdoors in various weather conditions; some travel is required.
2. Noise level in the work environment is usually moderate.
3. While performing the duties of this job, the employee works near swimming pools and various types of recreation equipment and is occasionally exposed to the risk of slipping and falling.